

4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1. Key Data Fields

- **Application Date and Admission Date** fields indicate how long a family had to wait to participate in an assisted housing program. This information helps an MTCS user review the order a PHA accepts families from the waiting list.

MTCS users can also refer to the New Admissions Report for aggregate income and demographic data on households admitted to a PHA within the past 12 months.

4.2. PHA Uses for the Report

- **Comply with fair housing and equal opportunity requirements**

PHA's can review data in this report to ensure they comply with HUD's fair housing and equal opportunity requirements. As PHAs implement site-based waiting lists, authorized under the Public Housing Reform Law, the List of New Admissions Report can provide them with data that support fair and equitable implementation of this new policy. PHAs can collect this information on a project-by-project basis to document compliance with site-based waiting list requirements. The PHA can also use this data to support their PHA Plans.

4.3. HUD Uses for the Report

- **Monitor PHA performance**

One Field Office uses the List of New Admissions Report to assess the quality of the PHA's record-keeping system. Before Field Office staff conduct a site visit, they print a copy of the List of New Admissions Report and select a sample of new admissions. On-site, the Field Office staff uses this sample to conduct a targeted file review.

- **Monitor fair housing and equal opportunity requirements**

Field Office and TARC staff can use the List of New Admissions Report to review how a PHA selects families from its waiting list. Many factors affect the order of admittance, including how quickly families and third party sources return requests for information. For this reason, it is common to see variations between the order in which applicants apply and when the PHA assists families. However, Field Offices and TARCs can use the data contained in this report to determine if a PHA appears to follow fair housing and equal opportunity requirements or if further investigation of their waiting lists practices is necessary.